

BEHAVIORAL HEALTH

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/Human Services Budget Code: AAA MLH
 Title: MLH Staffing Plan – Admin Positions

PRIORITY: Rank 2 of 2 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The MH Clinic Supervisor is responsible for one or more of DBH's outpatient clinics. This position is responsible for the overall administration of the clinic and provides clinical supervision of pre-licensed staff. Also, Clinic supervisors carry a small client caseload. This position generates revenues by delivering direct client services, doing clinical case reviews, and quality assurance monitoring.

The Secretary I positions provide secretarial and administrative support for the Mental Health Commission and the whole Department. The Mental Commission has 17 members who meet once a month at various locations around the County. The Commission is subject to the Brown Act and relies on the department's clerical staff to ensure compliance for the monthly processing of its agenda, meeting minutes, public announcements, etc. The other department-wide clerical workload responsibilities are processing Educational Assistance Proposals for all staff; ongoing maintenance annual updating of the department's Standard Practice Manual; supporting DBH's Deputy Directors, and providing back up support to the Mental Health Commission, the Medical Services staff, the Safety Officer, and the Director's office.

	2003-04	Ongoing 2004-05
APPROPRIATION		
Salaries & Benefits (attach additional page if required)	\$ 101,572	\$ 156,648

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	MH Clinic Supervisor (07832)	61,994
0.5	Secretary I (04458)	19,789
0.5	Secretary 1 (05659)	19,789

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 101,572 \$ 156,648

REVENUE (specify source)

Medi-Cal	18,598	23,248
Realignment	82,974	133,400
_____	_____	_____

Total: \$ 101,572 \$ 156,648

LOCAL COST \$ 0 \$ 0